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| Name | : | Chan Tsz Yin Doris |
| Gender | : | Female |
| Address | : | Flat PA, Podium, Block 5A, Oceanaire, Ma On Shan, Hong Kong |
| Mobile | : | (852) 9181 5106 |
| Email | : | [doriscty@gmail.com](mailto:doriscty@gmail.com) |

**Career Objective:**

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| A reliable, pleasant, flexible, independent, presentable and self-motivated person seeks for tackling more new challenges and to translate my qualifications, expertise and skills into long-term commitment in a well-established, flexible and desirable company and work along with intellectual and cheerful boss to excel together and reach career heights. |

**Profile:**

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| - | Capable full-time HKU graduate in BBA (Acc & Fin) |
| - | Possess 14 years solid working experience as Executive Assistant/ Personal Assistant to serve senior management in MNC/ Financial institutions/ sizable listed companies |
| - | Reliable, responsible, trustworthy and organized |
| - | Excellent time management skill and strong ability to prioritize tasks |
| - | Good coordination on extensive worldwide travel arrangements and boss’s daily diaries |
| - | Self-initiative, detailed-minded with good analytical, problem solving skills |
| - | Fast-learner and capable of maintaining reliability and flexibility under pressure |
| - | Strong interpersonal sensitivity and good communication skill in liaising with different level of people |
| - | Sensitive to figures, detail-oriented and resourceful in compiling reports with solid experience in preparing budgets, expenses reimbursement and financial statements and reports |
| - | Extensive experience in drafting corporate bilingual materials/summaries/reports, prepare presentation materials, agenda and minutes taking with good dictation skill |
| - | Hard-working and possess strong sense of responsibility and able to complete tasks efficiently and effectively |

**Work Experience:**

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| **03/2013 – 05/2017** | **:** | **Fidelity Limited – Eight Roads Capital Advisors (Hong Kong) Limited**  *(Venture Capital arm of FidelityGroup)*  **Executive Assistant** |
| Job duties | : | * Provide full spectrum of professional & comprehensive administrative and secretarial support to Senior Managing Partner (the top management and final decision-maker), both business & personal issues * Handle extensive and complicated worldwide travel and accommodation arrangements * Arrange and coordinate meetings/VC/conference calls with country heads around the world, e.g US/ UK/ Europe/ India/ Japan/ China/ Singapore/ Croatia/ other SE Asia countries etc. * Assist Sr. Managing Partner’s personal issues including but not limited to household general administration; maids/ drivers/ captain payroll, holiday, insurance management; private luxury yacht management; private company legal filing and reporting; settlement of monthly bills/invoices; family travels; donations; charity organization administration, etc. * Assist Sr. Managing Partner in his daily business operation, handle correspondences, reports, agreements and confidential documents * Monitoring all office administration works at the small cozy office * Handle and follow up expense reimbursements and various claims * Take a leading role in organizing various worldwide corporate events, internal and external Board meetings, offsite meetings etc.,   e.g. Grand Opening event of DeltaHealth Hospital in Shanghai, FIL annual Board Meeting, Portfolio Companies’ board meetings, Company offsite meetings in US/Japan/Vietnam, etc.   * Assist in setting up and formulating the office administration workflow and guideline for company-owned new Cardiology Hospital – DeltaHealth Hospital * Prepare company bilingual presentation materials/reports * Work and coordinate with FIL corporate support team to ensure smooth office operation in a cost-effective manner, including office facilities, equipment procurement and maintenance, fitting-out works, stationery supply etc. * Supervise junior executive assistants and ensure the high quality works has been provided to another Managing Partner * Monitor a small team of contract staff and to assist the finance team in compiling office administration budgets and expense reports * Responsible for all document filings, BR renewals, annual returns at the Companies Registry for the Company and its subsidiaries * Undertake any reasonable ad-hoc projects and tasks in tight schedule as assigned |
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| **09/2012 – 03/2013** | **:** | **Toyo Mall Limited** *(private company of a Conglomerate)*  **Personal Assistant** |
| Job duties | : | * Provide full spectrum of professional & comprehensive administrative and secretarial support to the Executive Director, both business & personal issues * Handle travel and accommodation arrangements * Manage daily meetings, workflows and coordinate appointments with internal and external parties * Conduct feasibility study for HK property market & compile reports * Responsible for Director’s household administration & staff management * Act as Office Manager and responsible for competent office management * Handle & coordinate projects among business associates * Handle and approve expense claims and reports * Participate in ad-hoc projects when required |
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| **09/2011 – 08/2012** | **:** | **Lippo Securities Limited** *(Subsidiary of Lippo Group - HK Stock Code:226)*  **Executive Assistant** |
| Job duties | : | * Provide full spectrum of professional & comprehensive administrative and secretarial support to the Head of Institutional Sales, both business and personal issues * Handle extensive travel and accommodation arrangements * Responsible for HR & admin functions include junior staff recruitment, employment, leave record maintenance, administrative operation, etc. * Handle & coordinate projects among business associates & professional parties * Assist in preparing presentation materials and reports * Assist in handling the Head of IS’s private family business * Manage and maintain the Head’s contact list of investors, fund managers, analysis, bankers, auditors, lawyers and government officials in HK & overseas * Prepare vouchers, budget and expenses claims for the whole IS team * Organize corporate events and press conference * Handle ad-hoc projects and events in tight schedule |
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| **08/2007 – 08/2011** | **:** | **China Gamma Group Limited**  *(property development and investment company in PRC – HK Stock Code: 164)*  **Personal Assistant / Corporate Finance Associate** |
| Job duties | : | |  | | --- | | * Provide full spectrum of professional and comprehensive administrative and secretarial support to the Executive Director, both business & personal issues * Assist in overseeing household general administration and household staff management * Handle round the world travel and accommodation arrangements * Arrange and coordinate meetings and site visit with representatives in PRC * Manage daily workflow and daily correspondences | | * Handle investment projects among business associates & professional parties * Responsible for corporate finance functions, including business development, drafting announcements and reports, conducting due diligence, financial and valuation analysis | | * Assist in all in-house Investor Relation matters, including maintaining investor database, coordinate roadshow * Experience in conducting research for business/projects * Assist FC to prepare potential project’s cashflow projection and budget * Handle ad-hoc projects and events in tight schedule | |
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| **02/2006 – 08/2007** | **:** | **Chun Wo Development Holdings Ltd.**  *(property development and construction company – HK Stock Code: 711)*  **Executive Assistant/ Secretary to Executive Director** |
| Job duties | : | * Provide full spectrum of comprehensive secretarial support to ED, both business & personal * Assist in supervising the supporting departments by preparing summary of monthly evaluation reports * Handle extensive travel and accommodation arrangements * Handle daily workflow and correspondence * Participate in marketing event for leasing/ sale of property * Conduct internal feasibility studies of potential project in Middle East real estate market and made suggestions for relevant investment opportunities * Participate in corporate development projects as assigned, and taking a leading role in some of them * Multi-language communication with institutions and business partners * Handle ad-hoc projects and events in tight schedule |
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| **05/2003 – 02/2006** | **:** | **Messrs. Wong & Poon, Solicitors**  **Personal Assistant to Partner** |
| Job duties | : | * Provide full spectrum of secretarial support to Partner * Arrange meetings/ appointments for Partner * Handle the full set of conveyancing files and prepare all legal documents for the leasing/ sale and purchase of properties * Negotiate with the counterparty lawyer on the legal documents based on Partner’s comment * Meet client at various stage so as to complete the transaction without risks |

**Education:**

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| Degree | The University of Hong Kong | 2003 | BBA (Acc. & Fin.) | Honor Degree |
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| Secondary | S.T.F.A. Leung Kau Kui College | 2000 | HKCEE & HKALE |  |

**Professional Qualifications:**

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| 2011  1998 | HKSI  LCCI | Paper 1  Bookkeeping & Accounting (Int.) | Pass  Distinction |
| 1998 | Pitman | Typing | Pass with First Class |
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**Skills:**

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| Typing speed | : | Around 70 w.p.m. |
| PC knowledge | : | Proficient in MS Outlook, Word, Excel, Power-Point, Chinese WP |
| Language skills | : | Good command of English, Chinese and Mandarin |

**Availability:** Immediate available

**Expected Salary:** Negotiable